

MADERA COUNTY
FIRE PREVENTION OFFICER

DEFINITION

Under direction, to conduct fire inspections; to issue permits and enforce applicable codes and ordinances; to educate the public in fire prevention; and to do related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Reviews parcel maps, subdivision maps, and commercial and industrial projects for fire protection systems requirements; reviews conditional use permits, rezonings, and General Plan Amendments for applicable fire and life safety requirements; interprets complex codes, standards, and Federal and State regulations to establish conditions of approval and mitigation measures; inspects and certifies acceptability of parcel maps and subdivisions for fire protection measures dictated by conditions of review; plans and organizes on-site inspections of required fire protection systems; plans, organizes, and inspects designated and mandated occupancies including schools for State fire and life safety requirements; responds to and investigates complaints of fire and life safety violations; provides corrective notices and citations; prepares and maintains statistical data; prepares reports; implements fire prevention and inspection plans; participates in department training programs; administers special fire fee program including collection of funds, allocation, and disbursement; develops and maintains relationships with other County departments and agencies, developers, contractors, architects, and the public; transports personnel and equipment.

OTHER JOB RELATED DUTIES

Develops and organizes an annual fire prevention plan; responds to emergency situations when required; performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Fire prevention methods, programs, and equipment.

Inspection techniques.

Pertinent Federal, State, and local laws, codes, and regulations governing fire protection and prevention activities.

Public relations phases of fire prevention activities.

Fire suppression methods and procedures.

Building construction, rating systems, exiting systems, warning systems, fire suppression systems, and fire department service capabilities.

Land use planning and applicable regulations.

Training techniques.

Skill to:

Operate a motor vehicle safely.

Ability to:

Carry out assigned fire prevention and inspection functions.

Serve in a law enforcement position.

Identify fire safety hazards.

Interpret and apply fire codes and ordinances.

Develop and prepare a variety of records and reports.

Train others in fire prevention.

Effectively represent the Fire Department during prevention and inspection activities.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of fire-fighting or building inspection experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in fire prevention and inspection.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 75 lbs.; exposure to cold, heat, noise, outdoors, confining work space, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for emergency call.

Effective Date: January, 1997

Amends specifications dated: May, 1995